

**CITY OF BEAVERTON**Community and Economic
Development**Planning Division**

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www.BeavertonOregon.gov**OFFICE USE ONLY****FILE #:** _____**FILE NAME:** _____**TYPE:** _____ **RECEIVED BY:** _____**FEE PAID:** _____ **CHECK/CASH:** _____**SUBMITTED:** _____ **LWI DESIG:** _____**LAND USE DESIG:** _____ **NAC:** _____**SOLAR ACCESS - DEVELOPMENT APPLICATION**

Revised 07/2009

APPLICANT: ☐ Use mailing address for meeting notification.☐ Check box if Primary Contact**COMPANY:** _____**ADDRESS:** _____**(CITY, STATE, ZIP)** _____**PHONE:** _____ **FAX:** _____ **E-MAIL:** _____**SIGNATURE:** _____ **CONTACT:** _____*(Original Signature Required)***APPLICANT'S REPRESENTATIVE:**☐ Check box if Primary Contact**COMPANY:** _____**ADDRESS:** _____**(CITY, STATE, ZIP)** _____**PHONE:** _____ **FAX:** _____ **E-MAIL:** _____**SIGNATURE:** _____ **CONTACT:** _____*(Original Signature Required)***PROPERTY OWNER(S):** ☐ Attach separate sheet if needed.☐ Check box if Primary Contact**COMPANY:** _____**ADDRESS:** _____**(CITY, STATE, ZIP)** _____**PHONE:** _____ **FAX:** _____ **E-MAIL:** _____**SIGNATURE:** _____ **CONTACT:** _____*(Original Signature Required)***PROPERTY INFORMATION (REQUIRED)****SITE ADDRESS:** _____**ASSESSOR'S MAP & TAX LOT #** **LOT SIZE** **ZONING DISTRICT**_____

_____**AREA TO BE DEVELOPED (s.f.):** _____**EXISTING USE OF SITE:** _____

_____**PROPOSED DEVELOPMENT ACTION:** _____



SOLAR ACCESS - SUBMITTAL CHECKLIST

of the City's *Development Code* (ORD 2050). **(REQUIRED FOR TYPE 2, 3, & 4 APPLICATIONS ONLY)**

WRITTEN STATEMENT REQUIREMENTS

- ☐ **A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- ☐ **B. CHECKLIST.** Provide **one (1) completed** copy of this three (3) page checklist.
- ☐ **C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use.
In the written statement, please:
- ☐ Provide individual findings specifically addressing how and why the proposal satisfies each of the criteria within Section 40.65.15.1.C.1-4 of the City's *Development Code* (ORD 2050), attached.
 - ☐ Address all applicable provisions of Section 60.45 (Solar Protection).
 - ☐ Address all Facilities Review Technical Criteria from Section 40.03
- ☐ **D. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.
- ☐ **E. SITE ANALYSIS INFORMATION.**
- ☐ Proposed parking modification: _____ sq. ft.
Proposed number of parking spaces: _____
Proposed use: _____
Parking requirement: _____
 - ☐ Existing parking area: _____ sq. ft.
Existing number of parking spaces: _____
 - ☐ Existing building height: _____ ft.
Proposed building height: _____ ft.
Existing building area: _____ sq. ft.
Proposed building modification: _____ sq. ft.
 - ☐ Existing landscaped area: _____ sq. ft.
Percentage of site: _____ %
Proposed landscape modification: _____ sq. ft.
Percentage of site: _____ %
- ☐ **F. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** Pursuant to Section 50.25.1.F of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact Amber Wierck, Environmental Plan Review Project Manager, at (503) 681-3653 or WierckA@CleanWaterServices.org
- ☐ **G. PRE-APPLICATION CONFERENCE NOTES.** **(REQUIRED FOR TYPE 2, 3, & 4 APPLICATIONS ONLY)**
Provide a copy of the pre-application conference summary as required by the City's *Development Code* Section 50.25.1.E. The Pre-Application Conference must be held within the one (1) year prior to the submission date of the proposed project application.

- ☐ **H. OTHER REQUIREMENTS.** Provide documentation showing that the project proposed is permitted by, or satisfies the requirements of, other agencies and/or jurisdictions OR submit a schedule that details the forecasted submission and approval timelines for permits/applications to the respective agencies and/or jurisdictions.

PLANS & GRAPHIC REQUIREMENTS

All plans, except architectural elevations, shall be presented at a minimum of 1" = 20' engineering scale and on a maximum sheet size of **24" x 36"**. Architectural elevations may be presented at an architectural scale. **A total of three (3) copies of each plan shall be submitted, unless otherwise noted. All plans shall be folded to fit a legal size file jacket.**

Each of the following plans and drawings shall be submitted on **separate sheets**. If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

Include all of the following information as identified:

- ☐ **A. EXISTING CONDITIONS PLAN:**
- ☐ 1. North arrow, scale and date of plan.
 - ☐ 2. Vicinity map.
 - ☐ 3. The entire lot(s), including area and property lines dimensioned.
 - ☐ 4. Points of existing access, interior streets, driveways, and parking areas.
 - ☐ 5. Location of all existing buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, tot lots, and lighting.
 - ☐ 6. Existing right-of-way and improvements.
 - ☐ 7. Dimension from centerline to edge of existing right-of-way.
 - ☐ 8. Existing topographical information, showing 2 ft. contours.
 - ☐ 9. Surrounding development and conditions within 100 ft. of the property such as zoning, land uses, buildings, driveways, and trees.
 - ☐ 10. Location of existing public and private utilities, easements, and 100-year floodplain.
 - ☐ 11. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, Landscape Trees, Street Trees, and Community Trees, as applicable.
 - ☐ 12. Sensitive areas, as defined by Clean Water Services (CWS) standards.
 - ☐ 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- ☐ **B. DIMENSIONED SITE PLAN:**
- ☐ 1. North arrow, scale and date of plan.
 - ☐ 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
 - ☐ 3. Points of access, interior streets, driveways, and parking areas.
 - ☐ 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 - ☐ 5. Location of proposed protection measures for solar features including identification of type of protection measure(s), size (square footage) of measure(s), and distance (lineal feet) between the measure(s) and other on-site improvements or uses.
 - ☐ 6. Proposed right-of-way, dedications and improvements.
 - ☐ 7. Dimension from centerline to edge of proposed right-of-way.
- ☐ **B. DIMENSIONED SITE PLAN (continued):**
- ☐ 8. Dimensions of all improvements, including setbacks, parking spaces, driveways, and distance between buildings.

- ☐ 9. Location of storm water quality/detention facilities.
- ☐ 10. Boundaries of development phases, if applicable.
- ☐ 11. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, Landscape Trees, Street Trees, and Community Trees, as applicable.
- ☐ 12. Sensitive areas, as defined by CWS standards.
- ☐ 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*

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E. LANDSCAPE PLAN:

- ☐ 1. North arrow, scale and date of plan.
- ☐ 2. The entire lot(s).
- ☐ 3. Points of access, interior streets, driveways, and parking areas.
- ☐ 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
- ☐ 5. Proposed right-of-way, dedications and improvements.
- ☐ 6. Boundaries of development phases, if applicable.
- ☐ 7. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
- ☐ 8. Sensitive areas, as defined by the CWS standards.
- ☐ 9. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- ☐ 10. Existing trees 6" dbh or larger proposed to be saved. Include genus, species, and size.
- ☐ 11. The location and design of proposed landscaped areas, indicating all plant materials, including genus, species, common name, plant sizes, and spacing.
- ☐ 12. Visual identification of how solar features will not be shaded from future vegetation on and off the site.
- ☐ 13. Other pertinent landscape features, including walls, retaining walls, berms, fences, and fountains.
- ☐ 14. Proposed location of light poles, bollards and other exterior illumination.
- ☐ 15. A note on the plan indicating that an irrigation system will be installed to maintain the landscape materials.

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G. ARCHITECTURAL ELEVATIONS: Provide drawings that depict the solar feature proposed to be protected, the dimensions of the building(s) and structure(s), and indicate how the solar feature associated with the building or structure will be p

Note: *Complete sets of plans reduced to 8 ½"x11" (11"x17" are not acceptable) will be required at the time the application is deemed complete.*

I have provided all the items required by this three (3) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

Print Name

Telephone Number

Signature

Date

SOLAR ACCESS / TYPE 2 - APPROVAL CRITERIA

PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for Solar Access shall address compliance with all of the following Approval Criteria as specified in 40.65.15.1.C.1-4 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for a Solar Access application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. Non-exempt vegetation on the applicant's property does not shade the solar feature.
- ☐ 4. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.